

## Employee Request for Reasonable Accommodation

*It is the policy of the State of New Hampshire to comply with all State and federal laws concerning the employment of persons with disabilities so as not to discriminate against them, and to provide reasonable accommodations to qualified individuals with disabilities in all aspects of employment.*

The Americans with Disabilities Act defines a person with a disability as someone who:

- Has a physical or mental impairment that substantially limits a major life activity;
- Has a record or history of a substantially limiting impairment, or
- Is regarded or perceived as having a substantially limiting impairment.

The US Equal Employment Opportunity Commission describes an “accommodation” as “..any change in the work environment or the the way things are customarily done that enables an individual with a disability to enjoy equal employment opportunities.”

1. If you are an employee with a disability, and you believe that you will need some change or adjustment to your workplace or your work, you may request a reasonable accommodation.
2. Reasonable accommodations available to qualified individuals with disabilities may include, but are not limited to:
  - Making existing facilities used by employees readily accessible to and usable by persons with disabilities.
  - Job restructuring, modifying work schedules, reassignment to a vacant position;
  - Acquiring or modifying equipment or devices, adjusting or modifying examinations, training materials, or policies, and providing qualified readers or interpreters.
3. Your request for a reasonable accommodation may be made orally or in writing. The employer reserves the right to memorialize any such request in written form for record-keeping and quality assurance.

4. Someone acting on your behalf such as a friend, family member, health professional, counselor, job coach or other representative can make your request for an accommodation.
5. To request an accommodation:
  - You, or someone acting on your behalf, must Inform the employer that you need some sort of change or adjustment to because of your medical condition.
  - Unless your disability and the need for an accommodation are obvious, the employer may ask you for reasonable documentation from your physician, licensed healthcare practitioner, or other appropriate professional explaining the disability and why an accommodation is necessary.
  - The employer may ask for information about the disability if the information you provide is insufficient to explain the disability, the activities it limits and the need.
  - The information you provide regarding your disability and the need for an accommodation will be kept confidential and will only be disclosed to actual decision-makers with a demonstrated “need to know.”
  - Although you may request a specific accommodation, if more than one possible accommodation is available that will meet your needs, the employer can choose which accommodation to provide. If the accommodation that the employer proposes will not meet your needs, you will need to explain why.
  - The employer does not need to provide an accommodation if doing so would create an undue hardship.
6. If you wish to submit your request for a reasonable accommodation in writing, please complete the attached form.

## Employee Request for Accommodation

Employee Name: \_\_\_\_\_

Employee ID. \_\_\_\_\_ Position Title \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

Agency/Work Location: \_\_\_\_\_

Date: \_\_\_\_\_

1. If your disability and/or the need for a reasonable accommodation are not obvious, please identify those duties and responsibilities that you believe require some accommodation.

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2. Please describe the accommodation(s) you are requesting and any alternatives.

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3. Explain how the requested accommodation(s) will allow you to perform the essential functions of your job or participate in the application and selection process:

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4. Are there any essential functions of the job that are unable to perform, with or without the requested accommodation(s)? Please explain.

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